2019 MHS MONTHLY REPORT CALENDAR
►►►►► ALL SERVICE INPUT MUST BE COMPLETED BY 6 PM ON THE 3RD WORKDAY! ◄◄◄◄◄

Jan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 HOLIDAY	2	3	4 3rd Workday	5 Print Dec. Reports
6	7	8 Run MHS696	9	10	11	12
13	14	15 Run Dec. Reports	16 Print Dec. Reports	17	18	19
20	21 HOLIDAY	22	23	24	25	26
27	28	29	30	31 Run Dec. Reports		

Feb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Print Dec. Reports	2
3	4	5 3rd Workday	6 Print Jan. Reports	7 Run MHS696	8	9
10	11	12 HOLIDAY	13	14	15 Run Jan. Reports	16 Print Jan. Reports
17	18 HOLIDAY	19	20	21	22	23
24	25	26	27	28 Run Jan. Reports		

Mar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Print Jan. Reports	2
3	4	5 3rd Workday	6 Print Feb. Reports	7 Run MHS696	8	9
10	11	12	13	14	15 Run Feb. Reports	16 Print Feb. Reports
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Run Feb. Reports						

Apr

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Print Feb. Reports	2	3 3rd Workday	4 Print March Reports	5 Run MHS696	6
7	8	9	10	11	12	13
14	15 Run March Reports	16 Print March Reports	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Run March Reports				

3rd Workday Reports
MHS206   PSP117
PSP131
Site Specific Only: MHS854 , MHS855

5th Workday
MHS696

15th Day Reports
PSP131
Site Specific Only:
MHS854, MHS855

Last Day of Month Reports
PSP131
Site Specific Only:
MHS854, MHS855

2019 MHS Monthly Report Calendar
►►►►► All Service Input Must Be Completed By 6 PM on the 3rd Workday! ◄◄◄◄◄

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Print March Reports	2	3 3rd Workday	4 Print April Reports
5	6	7 Run MHS696	8	9	10	11
12	13	14	15 Run April Reports	16 Print April Reports	17	18
19	20	21	22	23	24	25
26	27 HOLIDAY	28	29	30	31 Run April Reports	

JUN

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Print April Reports
2	3	4	5 3rd Workday	6 Print May Reports	7 Run MHS696	8
9	10	11	12	13	14	15 Run May Reports
16 Print May Reports	17	18	19	20	21	22
23	24	25	26	27	28	29
30 Run May Reports						

JUL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Print May Reports	2	3 3rd Workday	4 Print June Reports HOLIDAY	5	6
7	8 Run MHS696	9	10	11	12	13
14	15 Run June Reports	16 Print June Reports	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Run June Reports			

AUG

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Print June Reports	2	3
4	5 3rd Workday	6 Print July Reports	7 Run MHS696	8	9	10
11	12	13	14	15 Run July Reports	16 Print July Reports	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Run July Reports

3rd Workday Reports
MHS206   PSP117
PSP131
Site Specific Only: MHS854 , MHS855

5th Workday
MHS696

15th Day Reports
PSP131
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Last Day of Month Reports
PSP131
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SEPT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 HOLIDAY	3	4	5 3rd Workday	6 Print Aug. Reports	7
8	9 Run MHS696	10	11	12	13	14
15 Run Aug. Reports	16 Print Aug. Reports	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Run Aug. Reports					

OCT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Print Aug. Reports	2	3 3rd Workday	4 Print Sept. Reports	5
6	7 Run MHS696	8	9	10	11	12
13	14	15 Run Sept. Reports	16 Print Sept. Reports	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Run Sept. Reports		

NOV

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Print Sept Reports	2
3	4	5 3rd Workday	6 Print Oct. Reports	7 Run MHS696	8	9
10	11 HOLIDAY	12	13	14	15 Run Oct. Reports	16 Print Oct. Reports
17	18	19	20	21	22	23
24	25	26	27	28 HOLIDAY	29 HOLIDAY	30 Run Oct. Reports

DEC

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Print Oct. Reports	3	4 3rd Workday	5 Print Nov. Reports	6 Run MHS696	7
8	9	10	11	12	13	14
15 Run Nov. Reports	16 Print Nov. Reports	17	18	19	20	21
22	23	24	25 HOLIDAY	26	27	28
29	30	31 Run Nov. Reports	Print Nov. Reports			

3rd Workday Reports
MHS206   PSP117
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5th Workday
MHS696

15th Day Reports
PSP131
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